

## SECTION C PERFORMANCE WORK STATEMENT (PWS)

### C.1. SCOPE/BACKGROUND AND OBJECTIVE/APPLICABLE DOCUMENTS

**C.1.1. Background.** Between 2009 and 2015 the United States Air Force (USAF) embarked upon the largest network consolidation effort ever conducted by the service. This effort consolidated Active Duty and Air National Guard base-level legacy infrastructures to improve security, reduce cost, and enable new capabilities like persistent email and centralized management. Air Force Network Integration Center (AFNIC), re-designed the Active Directory (AD) topology and deployed complimentary Enterprise Core Services (ECS) to accomplish the following:

- Enable the Air Force Network Operations (AFNETOPS) Commander to gain full visibility across the entire Air Force infrastructure
- Reduce the cost and complexity of operating core services across the Air Force
- Provide seamless integration between the Major Command (MAJCOM) based infrastructures to enable enterprise-wide applications

During the above timeframe, AFNIC, along with several other AF organizations, procured and installed hardware at each AF base location to host the AD and Enterprise Core Services. Unfortunately, the hardware installed has reached end of life and must be replaced. To that end, the Air Force Life Cycle Management Center (AFLCMC) has contracted with a vendor to procure and install new base hardware (referred to as Active Directory and Exchange (ADX) suites), however the contract does not account for the requirement to migrate the software from the old suites to the new ADX suites. Therefore, AFLCMC has asked AFNIC (as the lead Product Support Provider for the ECS running on the current hardware) to migrate the software.

**C.1.2. Objectives.** The objective of this PWS is to provide expert level migration services to the Air Force to support migration of ECS from aged ADX suites to the new ADX suites procured and installed by AFLCMC. To accomplish this objective, the vendor must provide technical engineering expertise in the development of migration strategies and plans, perform actual migration activities based upon those strategies and plans, and provide clean-up functions to ensure all migrated ECS are properly accounted for or decommissioned as appropriate.

**C.1.3. Scope.** AFNIC requires specialized technical and operational engineering expertise in the migration of all the ECS hosted on current ADX suites to new ADX suites procured and installed by AFLCMC. These migrations are time critical due to funding availability and project timing to take full advantage of the hardware warranties provided with the hardware procurement. This requires that the contractor have experience working with the USAF and performing ECS migrations.

#### C.1.4. APPLICABLE DOCUMENTS:

- DoD 8570.01-M, Information Assurance Workforce Improvement Program
- Federal Acquisition Regulations (FAR)

- Federal Travel Regulations (FTR)
- 005-1 Technical Order Guidelines
- AFI 63-101
- DODI 8570

**C.2.0 SPECIFIC TASKS** The contractor must perform the tasks described below on a recurring basis, throughout the task order Period of Performance (POP). The AFNIC Program Manager must provide the contractor with the list of installations requiring migration services. With Contracting Officer Representative (COR) oversight and direction, Information Assurance (IA) expertise must be provided by the contractor to ensure all migrated core services comply with applicable Department of Defense (DoD) Security Requirements Guides (SRGs) (aka Security Technical Implementation Guides (STIGs)). For all tasks below, the contractor personnel must provide the highest quality expertise in an efficient and effective manner, with qualified and knowledgeable project management and migration engineers, along with experienced leadership and oversight. All deliverables identified throughout this PWS must continue, without interruption, at the defined interval if the government elects to exercise the option period of this task order.

### **C. 2.1 TASK 1 Contract Management and Administration**

C.2.1.1 The Contractor must prepare and maintain a project management plan to identify requirements, describe the planned technical approach, organizational resources, and management controls used to meet the project performance, cost and schedule requirements. The Contractor must provide the Government a copy of the most recent and updated plan.

C.2.1.2 The Contractor must provide and manage resources necessary to ensure the ECS Migration Project meets ongoing, dynamic cost, schedule and performance requirements to the Government. Program level resources include configuration management, requirements management, financial management, scheduling, certification and compliance management, and change management.

C.2.1.3 The Contractor must provide management of contractor personnel performing tasks in this task order. The contractor must designate a principal point of contact for technical issues. The contractor must provide an employee status report containing names and labor categories of personnel supporting each major task to the Government.

C.2.1.4 The Contractor must provide a Weekly Activity Report (WAR) to the Government.

C.2.1.5 The Contractor must provide a Monthly Status Report (MSR) to the COR.

C.2.1.6 The Contractor must prepare documents such as briefings, bullet point papers, and meeting minutes related to status of the performance of this task order. Deliverable format must be coordinated with the Government and approved by the COR prior to submission.

C.2.1.7 The Contractor must provide the name of the Contract Manager and alternate(s) in writing to the COR. The contractor must ensure all personnel assigned to this contract meet the minimum requirements specified in the contractor's proposal. The contractor must notify the COR immediately in writing of any changes to personnel when information is known.

C.2.1.8 The Contractor must submit a trip report to COR as well as the Government person directing the travel. Trip report should the following details: purpose, location and length of trip, travelers, and individuals contacted during trip, synopsis of all discussions, future actions identified, decisions made, or issues of concern arising during trip. Contractor will submit trip reports within ten (10) calendar days after return from travel.

C.2.1.9 The Contractor must provide slides for the current status of migration efforts in support of Project Management Review (PMRs) based upon the Government's standard PMR briefing schedule (usually once per month).

## **C.2.2. TASK 2: ECS Project Management**

### **C.2.2.1 Sub-Task 1: CLIN 0001 – Project and Requirements Management Support**

C.2.2.1.1 Optimize Migration Processes. In conjunction with the tasks outlined in this PWS, the contractor must continually monitor the ECS Migration and document lessons-learned, efficiencies, and potential shortfalls in the project.

C.2.2.1.2 Contractor must provide overall configuration and change management of the AFNET system utilizing Information Technology Infrastructure Library (ITIL) framework.

- Submit change requests detailing the addition/change of equipment or software in the AFNET
- Participate in Change Advisory Board (CAB) meetings
- Vote on change requests and provide input/solutions
- Submit Authorized Service Interruption (ASI) requests to AF network operators

C.2.2.1.3 Perform project management including creating and maintaining project schedules, financial reports, project plans, labor management and other project management functions. Coordinate project efforts between AFNIC, Air Force Space Command (AFSPC), and 24AF units.

C.2.2.1.4 Perform project migration management as the migration technical team lead for all Active Directory and other core service migration efforts. Conduct pre-migration preparations including initiating contact with installation POCs, identifying site issues, developing migrations strategies and coordinating Cyber Readiness Reviews. Oversee coordination between all migration participants including key vendors, AFNIC, 24 AF (and subordinate units) and key AFSPC leadership.

C.2.2.1.5 Perform advanced systems engineering of the Non-Secure Internet Protocol Router Network (NIPRNET) Microsoft Active Directory environments to support the migration and consolidation efforts of the migration project. Create implementation, installation, change, and maintenance documentation as required.

C.2.2.1.6 Contractor must draft and deliver Strategic Communications and Migration Status Reports to internal and external customers following guidance from the COR.

- Develop Strategic Communications Plan
- Develop Bullet Background Papers, as required, detailing migration project actions
- Develop Presentations for Conferences and working groups
- Develop project fact sheets
- Update electronic mediums (websites, PowerPoint slides, etc.) with Project Status
- Maintain content and user access to the ECS Migration SharePoint Site and AFNIC Dashboard

#### **C.2.2.2 Sub-Task 2: CLIN 0002 – Information Assurance**

C.2.2.2.1 Contractor must coordinate with the AFNIC Information System Security Manager on any required changes to AFNIC's Assessment and Authorization (A&A) packages for systems deployed in the AFNET.

- Provide Technical support
- Review Proposed Changes
- Provide non-security impact (NSI) documentation or update the Approval to Operate (ATO) as required
- Update the Plan of Action & Milestones (POA&M)
- Maintain Supporting Documentation
- Evaluate IA control compliance
- Maintain Federal Information System Management Act (FISMA) compliance
- Identify and report IA vulnerabilities

C.2.2.2.2 Contractor must request and review Assured Compliance Assessment Solution (ACAS) scans for system vulnerabilities. Contractor must mitigate any vulnerabilities found by applying appropriate patches or making applicable SRG configuration setting changes to ADX suites.

#### **C.2.3 TASK 3 ECS Migration**

##### **C.2.3.1 Sub-Task 1. CLIN 0003 - ECS Migrations**

C.2.3.1.1 Perform ECS vMotion migration services from old ADX suites to new ADX suites as the migration technical team lead. This activity requires extensive knowledge in VMWare technologies and migration processes.

C.2.3.1.2 Provide technology strategies and engineering expertise in the design and architecture of standard solutions and migration strategies for the decommissioning of the old ADX suites.

C.2.3.1.3 Install the operating system and core services applications on designated ADX suites. All installation services in support of ECS migration will be by direction of the AFNIC government staff.

### **C.3. DELIVERABLES.** Contract Level Deliverables

**C.3.1. Monthly Status Report.** All Tasks require a Monthly Status Report. Reports must include, technical progress made, schedule status, travel conducted (actual travel expenditures verse planned travel expenditures), meetings attended, issues and recommendations. The Monthly Status Report is intended to report on travel cost, schedule, and performance against PWS requirements, providing information at the CLIN level. As such, it will identify funding compared to ceiling, planned versus actual expenditures, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, deliverables completed within the previous reporting period month, identifying them by title and number, and will indicate what deliverables are scheduled to be delivered during the upcoming reporting period (month/quarter). Specific format and content must be approved by the COR, per the guidance contained herein; status report format should be established no later than the post-award conference. The Monthly Status Report must be in PDF or PowerPoint format and e-mailed to the COR prior to monthly briefing.

Deliverable Number	Task Reference	Deliverable Title	Due Date
3.1	C.2.1.1	Project Management Plan	Within fifteen (15) calendar days after contract performance start date
3.2	C.2.1.3	Employee Status Report	Initial – Within thirty (30) calendar days after contract performance start date Subsequent – Within five (5) business days of any changes in personnel
3.3	C.2.1.4	Weekly Activity Report (WAR)	Due via email to the COR by COB Monday of the following week
3.4	C.2.1.5 & C.3.1	Monthly Status Report	15 <sup>th</sup> Day of the following month. MSR must be submitted with monthly invoice to GSA.

Deliverable Number	Task Reference	Deliverable Title	Due Date
3.5	C.2.1.6	Briefings/Bullet Point Papers/Meeting minutes	As directed by government
3.6	C.2.1.8	Trip Report	Submit to COR ten (10) calendar days after return from travel
3.6	RFQ Letter, Section II.A.1.b)	Quality Control Plan	Submission due concurrent with contractor quote.

### C.3.2 Other Pertinent Information or Special Considerations:

- Contractors are required to sign a non-disclosure agreement prior to commencing work on this contract.
- Potential contractors should be able to begin supporting migration activities within the standard timeframe require to hire (15 Days) and train employees (30 Days). Experience working on AFNET migrations is also a requirement to ensure the short AFNIC mandated timeframe is met.

**C.3.3 CLIN 0004 Undefined Optional Support Ceiling.** The contractor shall include the required provisions for Optional support, as defined below, throughout the task order life cycle per the Request for Quote instructions, which includes the requirement for a lump sum CLIN 0004 Optional Labor allotment for Optional Labor support. It is anticipated that the workload will fluctuate and surge support may be required based on fluid schedule requirements; therefore, the support will be obtained via the utilization of the CLIN 0004 Optional Labor CLIN. Such support may encompass the entire scope of work identified as CLIN 0001, Core Labor through CLIN 0003, ECS Migration. To ensure maximum flexibility with respect to the CLIN 0004 Optional Labor, the contractor shall include a complete price list identifying the proposed hourly labor rates for the GSA STARS II (Contract Vehicle: GS00Q17GWD2100) labor categories (LCATs) proposed to support CLINs 0001 - 0003, for the life of the task order. Such rates will be used as the pricing basis to negotiate applicable firm fixed prices for the Optional Labor, when/if needed. The actual time frame for the exercised Optional Labor CLINs will be dependent upon actual scheduling requirements. Exercising the optional labor requirements will be incorporated via a bilateral agreement to the task order as SubCLINs under CLIN 0004.

**C.3.5. Deliverable Rights.** All test materials, documents, notes, records, software tools acquired, and/or software produced by the contractor under this PWS shall become the property of the U.S. Government, which shall have unlimited rights to all materials and determine the scope of publication and distribution. The contractor shall be required to deliver electronic copies of all documents, notes, records and software to the Government quarterly and upon termination of the contract services or expiration of the contract period.

#### **C.4.0 PERFORMANCE.**

**C.4.1. Work is to be accomplished through the GSA Federal Acquisition Service (FAS), Great Lakes Region 5, through its contract with the selected contractor.** Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the referenced contract, this document, the approved technical and price quotes, and all amendments. The client's representative, GSA's representatives, and the contractor's representative(s) shall meet when deemed necessary at the client's request. The client representative, the GSA representatives, and the contractor's representative may meet at the place determined by the client representative and GSA representatives.

**C.4.2. Kickoff Meeting.** The Contractor shall initiate work on this task order by meeting with GSA CO and key client agency representatives to ensure a common understanding of the requirements, expectations, and ultimate end products. The contractor shall discuss the overall understanding of the project and review the background information and materials provided by the client. Discussions will also include the scope of work, deliverables to be produced, how the efforts will be organized and project conducted; assumptions made/expected and results. A concerted effort shall be made to gain a thorough understanding of the client agency expectations. However, nothing discussed in this or in any subsequent meetings or discussions between the client and the Contractor shall be construed as adding, deleting, or modifying any task order requirements, including deliverable specifications and due dates.

**C.4.3. Period of Performance.** The base year will be 12 months with one (1) twelve month option year. The period of performance for this requirement is estimated as follows. The performance dates identified are an estimate and the base year may have a different start date.

Base Year	July 18, 2018 through July 17, 2019
Option Year 1	July 18, 2019 through July 17, 2020

**C.4.4. CLIN 0005 - Travel.** Contractor will be required to travel to participate in conferences or to perform on-site software installations. Specific location, number of days and number of personnel will vary. All travel must be handled in accordance with the terms and conditions of the contract. Travel must be handled, to include the reimbursement of expenses, in accordance with the terms and conditions of the contract and the Joint Travel Regulation guidance. All non-local travel (non-local travel is defined as outside 45 miles of Scott AFB, IL) arrangements will be the responsibility of the contractor including, but not limited to, airline, hotel, and rental car reservations. The contractor should make all efforts to schedule travel far enough in advance to take advantage of reduced airfares. The contractor must stay in Government furnished lodging as available. The contractor must follow template for travel submissions in accordance with attached Appendix D. Travel Template will need to be filled out and attached in ASSIST at time of invoicing.

C.4.4.1. The Government can increase or decrease the allotted travel amounts for all performance periods. The task order must include an Other Direct Costs (ODC) allowance for reimbursable travel expenses as follows:

Base Year	\$20,000.00
Option Year One	\$20,000.00

C.4.4.2 CLIN 0006 – Teleconferencing. The contractor will be required to provide (2) teleconference lines. All conference lines must be available for use 24 hours a day, 7 days a week. Each conference line must have the capacity to handle up to 20 telephone dial-ins at one time. All conference lines must be a toll-free number (i.e. 1-800 or 1-877 prefix).

C.4.4.3 CLIN 0007 – ADX Hardware Suite. The contractor will be required to provide (1) ADX Hardware Suite commensurate with the suites identified in paragraph C.1.1, including applicable warranties and licenses, to AFNIC to support migration process and compatibility testing. Upon completion of contract, the procured hardware will be retained by the government and not returned to the contractor.

#### **C.4.5. Place of Performance.**

C.4.5.1. The primary place of performance will be at Scott Air Force Base, Building 1700.

C.4.5.2. Alternate Place of Performance (e.g., Holidays) Contingency Only. Contractor employees may be required to work at home, another approved activity within the local travel area or at the contractor's facility in cases of unforeseen conditions or contingencies (e.g., pandemic conditions, exercises, weather, etc.). Any government equipment (e.g., laptops, phones) provided to Contractor personnel shall be returned at the termination of the engagement or at another time mutually agreeable to both parties. Contracting Officer Representative (COR)/Task Monitor (TM) approval is required. To the extent possible, the contractor shall use best efforts to provide the same level of support as stated in the PWS. In the event the services are impacted, reduced, compromised, etc., the Contracting Officer may request an equitable adjustment.

**C.4.6. Hours of Work.** On-site contractor support shall be available during customer agency normal operating (07:00 AM - 17:00 PM). Work shall generally consist of 40-hour workweeks, Monday through Friday, excluding Federal holidays. The Government requires contractor work hours to be staggered to meet Government work hours. The contractor personnel shall observe all Federal holidays. The contractor shall provide for non-standard duty hours support on an as required basis. Non-standard duty hours and additional hours for work to be performed (to include work beyond the standard 40-hour work week, work on holidays, work on down days, and on-call support directly related to the establishment of Incident Response Teams) may be required and shall be coordinated with an authorized Government representative. Such coordination may include the utilization of individualized compensatory time to offset such hours.

#### **C.4.7. LEGAL HOLIDAYS.**

C.4.7.1. The following legal holidays are observed under this contract:



New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

C.4.7.2. Any of the above holidays falling on a Saturday shall be observed on the preceding Friday. Holidays falling on a Sunday shall be observed on the following Monday. Presidential declared holidays may be observed under this contract. If an Executive Order is issued excusing Federal employees from duty it will be observed as a holiday.

C.4.7.3. Access to government employees and services may be limited on holidays and weekends.

**C.4.8. Personnel Retention.** The Contractor shall make every effort to retain personnel in order to ensure continuity until contract completion. If it should become necessary to substitute or replace personnel, the Contractor shall immediately notify the GSA COR in writing of any potential vacancies and shall submit the resume(s) of replacement personnel within 14 calendar days of the notification. Upon request, the Contractor shall submit the resume(s) of all potential personnel selected to perform under this contract to the COR through ITSS for Government review and acceptance/rejection. Upon Government acceptance of a personnel resume(s), the candidate shall be available to begin performance within 14 calendar days. The contractor shall ensure continuity of operations during periods of personnel turnover and long-term absences. Long-term absences are considered those longer than one week in duration.

**C.4.9. QUALITY.** Both the Contractor and Government have responsibilities, for providing and ensuring quality services, respectively.

**C.4.9.1. Quality Control.** The Contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of this contract are provided as specified in accordance with the applicable Inspection of Services Clause. The Contracting Officer (CO) will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate modifications (at no additional costs to the government) and obtain acceptance of the plan by the CO. The Government has the right to require revisions of the Quality Control Plan (at no cost to the Government) should the incorporated plan fail to control the quality of the services provided at any time during the contract performance. The plan shall include, but is not limited to the following:

- A description of the inspection system covering all services listed.
- The specification of inspection frequency.

- The title of the individual(s) who shall perform the inspection and their organizational placement.
- A description of the methods for identifying, correcting, and preventing defects in the quality of service performed before the level becomes unacceptable.

**C.4.9.2. Quality Assurance.** The Government will perform periodic reviews of the contractor's performance in accordance with the Government's Quality Assurance Surveillance Plan (QASP) and the Service Delivery Summary (SDS). The Government reserves the right to review services to be provided to determine conformance with performance and technical requirements. Government quality assurance will be conducted on behalf of the CO. The General Services Administration (GSA) Contractor Officer Representative (COR) will be appointed to coordinate the overall quality assurance of technical compliance.

**C.4.10. 8570 Certification Requirements.** The performance of the services described in this PWS includes informational functional services for DOD information systems and requires the contractor to provide appropriately cleared personnel to access DOD Information Systems. Therefore, the contractor shall comply with instructions provided in DOD 8570.01-M, Information Assurance Workforce Improvement Program, Change 1, 15 May 2008. All contractors must be certified before beginning work on the contract.

C.4.10.1. Certification Requirements. The on-site contractor performs Functional Support Administration (FSA) responsibilities that require him/her to meet and maintain training certification requirements for the information assurance functional categories/levels listed:

- Information Assurance Technical (IAT) Level II
- Information Assurance Manager (IAM) Level II

C.4.10.2. IAT and IAM Category Training Requirements. The contractor shall complete and/or acquire the following training, certification maintenance, continuing education, or sustainment training required for the information assurance functional responsibilities as follows:

- IAT Level II
- IAM Level II

C.4.10.3. Certification Tables. The tables below identifies the applicable certification requirements.

PWS Reference	Certification	Type	Level
C.2.2.2.1	8570	IAM	II
C.2.2.2.2	8570	IAM/IAT	II
C.2.3.1.1	8570	IAT	II
C.2.3.1.3	8570	IAT	II
CLIN 0003A	8570	IAM/IAT	II

**C.5.0. GOVERNMENT-FURNISHED PROPERTY AND SERVICES.** The Government will provide a standard Air Force office workspace with furniture, computer with network access (remote access is authorized) and standard services (email, print, applications, etc.), telephone access, and access to office equipment for official business. Microsoft SharePoint 2013 and subsequent SharePoint versions will be provided by the Government.

#### **C.6.0. SECURITY.**

**C.6.1. General Security Information.** The majority of daily work associated with this PWS is at the unclassified level, but contractor personnel may be required to access SECRET areas, information and systems during the performance of this contract.

**C.6.2. Citizenship and Clearance Requirements.** The contractor's, subcontractors, and/or partner's personnel performing services under this task order shall be citizens of the United States of America. Overall, all contractor personnel shall possess the appropriate personnel security investigation for the position(s) occupied. Contractor personnel shall be required to have a background investigation that corresponds with the sensitivity level of the tasks to be performed.

**C.6.3. Clearance Requirements and Position Sensitivity.** Contractor personnel with IA administrative privileges and/or who will monitor DOD IT systems or software as designated by DOD 8500.1/5200.02 may be rated at the various levels listed below. The stipulation of the numbers and what IT/Automated Data Processing (ADP) levels the contractors will have is approved by the Contract Officer Representative (COR), Contract Officer (KO) and the Unit Security Manager before the start of the task order. **The contractor shall comply with all appropriate provisions of applicable security regulations while assigned to this task order for DOD, USAF and 375<sup>th</sup> Air Mobility Wing, Information Protection.**

The following guidance will be followed when determining background investigation and clearance levels for this task order depending on requirements:

#### **POSITION LEVEL:**

Information Technology (IT)-II

Automated Data Processing (ADP)-II

Or Non-Critical Sensitive Positions (SECRET)

**IT/ADP-II and Non-Critical Sensitive Positions are those positions that:** have access to Secret or Confidential information; Security police/provost marshal-type duties involving the enforcement of law and security duties involving the protection and safeguarding of DOD personnel and property; category II automated data processing positions; duties involving education and orientation of DOD personnel; duties involving the design, operation, or maintenance of intrusion detection systems deployed to safeguard DOD personnel and property; responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority of the ADP-I category to ensure

the integrity of the system; and any other position so designated by the head of the Component or designee.

**Background Investigation Requirements:**

**(IT-II/ADP-II/Non-Critical Sensitive) Requirements for SECRET:**

Positions designated by the Government at the Non-Critical Sensitive/ADP-II/IT-II rating require a National Agency Check with Local Credit (NACLC) (or acceptable periodic reinvestigation) favorably adjudicated (a favorable adjudication grants eligibility at the SECRET level as prescribed by DOD 5200.02). The IT-II/ADP-II requirement mandates the contractor have a minimum FCL at the SECRET (or higher) level due to investigation submissions as directed in DOD 5220.22-M, DOD 5200.01 and JPAS.

**NOTE:** The above requirements for IT-III/ADP-III/Non-Sensitive Positions are for access to unclassified systems only. Contractors who require access to classified systems or areas must have interim or final adjudication of background investigations at the Critical or Non-Critical Sensitive levels.

375 AMW/IP will process NACI/Position of Trust investigations and will not complete any personnel security investigations for classified access. It is incumbent upon the contractor to have the appropriate investigations completed upon start of the task order. Personnel who do not have the proper investigation will be denied the ability and access to base classified facilities until investigations have been favorably adjudicated.

**C.6.4. Security Clearance and Special Access Requirements.** All positions on this task order require a minimum of a SECRET clearance as granted by the Personnel Security Management Office-Industry (PSMO-I).

**C.6.5. Facilities Clearance (FCL).** The contractor must have a valid FCL at the SECRET level. Interim FCLs are acceptable provided they are not expired. FCL procedures and security guidelines for adjudicative requirements are outlined in DOD 5220.22-M FCLs and Interim FCLs must be awarded by the Defense Security Service (DSS) Facility Clearance Branch.

**C.6.6. Personnel and Facilities Clearance Validation.** Upon task order award, the contractor shall submit the names of contractor personnel to the Unit Security Manager, who is functional manager for this contract, for vetting through JPAS to ensure investigative and clearance requirements have been satisfied. This shall be completed before the COR/Trusted Agent (TA) accesses the DOD Trusted Associate Sponsorship System (TASS) and submits a request for issuance of the Common Access Card (CAC) to the contractor's personnel. If a contractor's employee does not have the required investigative or security clearance level based on the Government's determination, the contractor's employee will be denied the ability to work in support of this task order and the employee's information will not be loaded into TASS. Contractors will only receive CAC's if the government allows this action (KO, COR or Government Functional Lead) and Scott AFB.

**C.6.7. Common Access Card Issuance Procedures.** Upon notification by Unit Security Manager, the TA will create a CAC application in TASS with an expiration date of no more than three years. Contractors are reminded that once a new contract is issued, previously held Government CAC's or those from other contracts must be revoked, before a new CAC can be issued for the new contract. Once approved by the TA, the contractor employee may go to the nearest Real-Time Automated Personnel Identification System (RAPIDS)/Defense Enrollment Eligibility Reporting System (DEERS) office for CAC issuance.

**C.6.8. Access to Scott Air Force Base and/or cleared facilities located on base.** Upon receipt of the CAC, permanently assigned contractor personnel (with 90 days or more continuous contract work) located at Scott AFB (SAFB), IL, may obtain the AF 1199 (Restricted Area Badge) if the employee meets the requirements set forth in SAFB Instruction 31-101. This stipulates that personnel who request AF 1199's be assigned physically on SAFB at least four (4) days a week with a desk computer and phone before a AF 1199 will be issued. The Government will provide unrestricted access to facilities, consistent with security clearance and need to know, necessary for the on-site personnel to perform their work IAW the task order. Contractor personnel assigned on-site at Scott AFB will wear and display the Restricted Area badge (both permanent and temporary) at all times while in Government facilities. Visits to SAFB by contractor personnel who do not possess the CAC will be facilitated by the COR/CO sponsoring the employee through the online base access system (<https://webapp.amc.af.mil/sfacs/passes.aspx>).

**C.6.9. Visits by Non-Assigned Contractors to Scott AFB and/or cleared facilities located on base.** Any visit(s) by contractor personnel not permanently assigned to this task order (i.e., company presidents, company security managers, contractor personnel not permanently assigned at SAFB, etc.) require an electronic visit request be submitted using JPAS to the facility they are visiting. JPAS visits will be forwarded by the company Facility Security Officer (FSO) to the respective areas they are working. The visit request shall annotate the task order number in the POC block of the visit request and the name/phone number of either the functional, COR or CO in the phone number block.

**C.6.10. Security and Emergency Operations Training.** Contractor personnel physically assigned at SAFB shall attend/complete any security trainings which are required by classified access, IAW AFI 16-1404, Chapter 6. This includes initial security, classified access training and Defense Security Service (DSS) online derivative and marking classified documents if access to SIPRNET is required/authorized. Contractor personnel assigned elsewhere shall attend security training established by their respective Government security offices and/or installations.

**C.6.11. Derogatory Information.** If the Government notifies the contractor that the employment or the continued employment of any contractor personnel is prejudicial to the interests or endangers the security of the United States of America, that employee shall be removed and barred from the worksite. This includes security deviations/incidents and credible derogatory information on contractor personnel during the course of the task order's period of performance as noted in JPAS. Personnel who have incident reports posted in JPAS will be

denied the ability to support the task order until the issues have been resolved and the incident has been removed in JPAS. The contractor shall make any changes necessary in the appointment(s), at no additional cost to the Government. If any incident involves or may involve the mishandling of classified information or a potential Negligent Discharge of Classified Information, the 375<sup>th</sup> Wing IP Office (618-256-1783/7573) will be notified immediately by the government Security Manager the contractor is assigned under.

**C.6.12. Accessing NATO Information.** No contractor employee will access NATO information without first being indoctrinated on NATO and having that access recorded in JPAS. Any NATO information accessed will be only on SIPRNet. Senders of NATO information will ensure the receiving network is accredited and the receiving point is a Sub-Registry or authorized Control Point. No NATO information will be stored with US classified information. Access to NATO information will be based on need-to-know, appropriate access level, and training. NATO information will not be disseminated to unauthorized users. NATO information will be printed only on authorized copiers and printers. All printed NATO classified information must be strictly controlled and tracked in a NATO registry. Contact the Security Manager for additional control measures. In accordance with the NISPOM, Chapter 10-706, NATO briefed personnel will be rebriefed on an annual basis. Company FSOs may take responsibility for all NATO refresher briefings per NISPOM paragraph 10-706 and record the date of the annual briefings in JPAS.

**C.6.13. Security Debriefing.** Contractor personnel physically working at Scott AFB, IL, shall complete a security debriefing statement (SF 312 or AF 2587) upon completion of the contract.

**Scott AFB (Industrial Security) Points of Contact:**

375<sup>th</sup> Wing IP  
Attn: Patrick Collins  
Bldg 861, Room 107  
Scott AFB IL 62225  
Commercial: 618-256-1783/7573 (respectively)

**C.7.0. OTHER REQUIREMENTS.**

**C.7.1. Badges.**

C.7.1.1. The Contractor is required to provide identification badges for their employees. All Contractor personnel must wear these badges while on duty on the government site. Badges are required to identify the individual, company name, and be clearly and distinctly marked as Contractor. Size, color, style, etc. are to be mutually agreed to by Contractor and Government. The Contractor's identification badge will not be used as an entry requirement for installation entry or into any government designated controlled or restricted area.

C.7.1.2. Contractor personnel shall follow Government facility badge requirements. Facility badges shall be issued by the Government.

**C.7.2. Property Protection and Command/Local Directives.** The Contractor shall safeguard all Government-owned equipment and materials in his/her possession or use. The Contractor

shall meet Air Force standards for storing, processing and handling classified information and systems.

**C.7.3. Safeguarding Unclassified and/or FOUO Information.** The Contractor shall meet Air Force standards for storing, processing, and handling unclassified and/or Sensitive but Unclassified (SBU) information and systems. Additionally, all resources (e.g. publication/instructions) provided by the government to assist the Contractor in the performance of their contract shall be surrendered upon termination of employment or the end of the contract performance period.

**C.7.4. Nondisclosure Agreement.** Completion of a nondisclosure statement (Attachment A) for each individual is required. The contractor shall enter into a non-disclosure agreement with other Government contractors as requested by the Government. Any and all information prepared during performance of these contract services shall have restricted distribution within selected contractor organization. The contractor shall release no data or information related to this PWS without the prior authorization of the Government.

**C.7.5. Operations Security (OPSEC).** The contractor must safeguard all Government “UNCLASSIFIED” critical information as identified within the AFSPC and AFNIC OPSEC plans to include the one of the following requirements:

C.7.5.1. The prime contractor is responsible for preparation of DD Forms 254 for any subcontracts and Independent Consultants, performing work on this contract shall:

C.7.5.1.1. Develop an OPSEC program plan to address how the contractor plans to protect critical and sensitive contracted information, and upon organization acceptance, implement the OPSEC program plan. OPSEC Plan development guidance can be found within AFTTP 3-11O/NKO. The prime contractor will coordinate developed plan prior to implementing the OPSEC plan.

C.7.5.1.2. Receive from the AFNIC OPSEC PM(s)/Coordinator(s) or COR the following:

C.7.5.1.2.1. Organization’s critical information.

C.7.5.1.2.2. Adversaries’ collection threat information as it applies to the organization’s mission and the contract.

C.7.5.1.2.3. Operations security guidance (at a minimum, the organization will provide a copy of this instruction).

C.7.5.1.2.4. Specific OPSEC measures the organization requires (as appropriate).

C.7.5.1.2.5. Receive OPSEC training or training materials within 90 days of employee’s initial assignment to the contract provided by the respective OPSEC PM/Coordinator. OPSEC training

or training materials to include any event-driven training. Annually complete ADLS Information Protection training.

**C.7.6. Privacy Act.** Work on this project may require personnel to have access to Privacy Information. Personnel shall adhere to *The Privacy Act*, and applicable agency rules and regulations.

**C.8.0. ADMINISTRATIVE CONSIDERATIONS.**

GSA Contract Officer Representative (COR) - TO BE DETERMINED

GSA Contracting Officer - TO BE DETERMINED

AFNIC Primary Client Contact COR - TO BE DETERMINED

AFNIC Alternate Client Contact COR - TO BE DETERMINED

**C.9.0. PROCEDURES FOR PAYMENT.** Performance Based Payment Percentages. The attached Service Delivery Summary (SDS) (QASP Addendum A) is provided to identify the performance objectives and respective payment percentages based on relative importance to total task performance. This document also identifies the Government's proposed surveillance assurance methodology.

**C.9.1.** The Government's surveillance method is monthly checklist which is identified in the SDS. The checklists are based on requirements identified in the PWS. The Contracting Officer will provide notification to the contractor should any month surveillance indicate performance not meeting the acceptable performance standard identified in the SDS. Once notified by the Contracting Officer, the contractor is required to immediately correct, if possible, all defectives detected during surveillance by the Contracting Officer Representative.

**C.9.2.** Should Government quality assurance indicate performance is less than acceptable, and the Government has reviewed the circumstances to ensure the Government did not cause less than satisfactory performance, the Government reserves the right to compensation relative to the adjustments defined in the SDS.

**C.9.3. Submission.** The contractor shall provide a single invoice by line item for each of the CLINs identified in the PWS and submit it into ASSIST.

CLIN 0001: Core Labor (MONTHLY FFP)

CLIN 0002: Information Assurance (MONTHLY FFP)

CLIN 0003: ECS Migrations (MONTHLY FFP)

CLIN 0004: Undefinitized Optional Support Ceiling

CLIN 0005: Travel ODC (NTE)

CLIN 0006: Conference lines (FFP)

An invoice is required for all Firm Fixed Price labor costs (including travel). Invoices are due no later than the 15<sup>th</sup> calendar day of the month following the reporting period. The contractor shall submit the invoices, and supporting documents, through ASSIST simultaneously with the Monthly Status Report (as an acceptance item) to allow the client and the COR to electronically accept and certify services received by the client representative. The contractor is authorized to



invoice only for the services and travel ordered by GSA and provided in direct support of the client's project requirements.

**C.9.4. Invoice Content.** Firm fixed price invoices of equal amounts (i.e. 12 invoices per each CLIN per each period of performance) for all direct labor shall be submitted monthly with the Monthly Status Report (MSR). The firm fixed price invoices shall also include travel costs for all travel completed during the reporting period. Invoices including travel costs shall include supporting documentation as required by the JTR (receipts for all costs \$75.00 or greater) and include G&A charges (if applicable). The invoices shall reflect the current month's charges, a cumulative total and identify the balance of funds remaining on the task through the current performance period (direct labor and travel costs shall be reported separately). Failure to comply with the procedures outlined may result in payment being delayed at no additional cost the Government.

**C.10.0 PERSONAL SERVICE.** The client determined that use of the GSA requirements contract to satisfy this requirement is in the best interest of the Government, economic and other factors considered, and the requirement is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

**C.11.0. SECTION 508.** All services provided in response to the requirements identified in subject Performance Work Statement shall comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology Accessibility Standards (36 CFR part 1194).